

Formal legal-style authorization

Subject: Authorization to Release Diploma

Dear Registrar,

I, [Your Full Name], of [Your Address], hereby legally authorize [Authorized Person's Full Name], holding ID number [ID Number], to act on my behalf for the sole purpose of collecting my diploma from [Institution Name].

I assume full responsibility for this authorization and confirm that the institution is released from any liability once the document is handed to the authorized representative.

Kindly honor this request.

Sincerely,

[Your Full Name]

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